

~~SECRET~~

DRAFT  
8 August 1962

MEMORANDUM FOR: Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Research)  
Deputy Director (Support)  
Comptroller  
General Counsel

*on matters of policy, or which could commit the Agency to an action,*

SUBJECT : Reports on Discussions With Other Departments and Agencies

REF:

25X1

1. I am concerned with the fact that the Director's Office is not being kept currently and fully informed on discussions held by Agency officials with other departments and agencies. These occur at all levels and involve a great variety of subjects, but many of them can commit the Agency to a position without the knowledge of the Director or myself, and consequently we should be kept currently and fully informed of such discussions.

2. In order to systematize this information, I wish you would instruct all of your component heads to advise all of their personnel that discussions with other departments and agencies should be immediately recorded in memoranda for the record and that one copy of such memoranda should be sent to the Director's Office where it will be reviewed by the Executive Director and, if appropriate, called to the attention of the DCI or myself. Please insist that these be done promptly and forwarded at the earliest possible moment.

*via your office*

*and other interested senior officials having operating responsibilities,*

Marshall S. Carter  
Deputy Director

*3. This should in no way be construed as a request for detailed reporting on working level liaison, nor should it inhibit discussions or negotiations.*

~~SECRET~~

62-5879

MEMORANDUM FOR: Deputy Director (Intelligence) ✓  
Deputy Director (Plans)  
Deputy Director (Research)  
Deputy Director (Support)  
Comptroller  
General Counsel

SUBJECT : Report on Discussions with Other Departments  
and Agencies

REFERENCE :

1. I am concerned with the fact that the Director's Office is not being kept currently and fully informed on discussions held by Agency officials with other departments and agencies. These occur at all levels and involve a great variety of subjects, but many of them can commit the Agency to a position without the knowledge of the Director or myself, and other interested senior officials having operating responsibilities. Consequently we should be kept currently and fully informed of such discussions.

2. In order to systematize this information, I wish you would instruct all of your component heads to advise all of their personnel that discussions with other departments and agencies on matters of policy, or which could commit the Agency to an action, should be recorded immediately in memoranda for the record and that one copy of such memoranda should be sent to the Director's Office via your office where it will be reviewed by the Executive Director and, if appropriate, called to the attention of the DCI or myself. Please insist that these be done promptly and forwarded at the earliest possible moment.

3. This should in no way be construed as a request for detailed reporting on working level liaison. Nor should it inhibit discussions or negotiations at all levels.

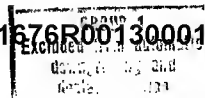
NOTE: Discussed at Exec Comm Meeting--  
For file only.

1 copy -- each addressee

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director



SECRET



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rita

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